



Job Opportunity

State Controller's Office

Position: Senior Accounting Officer (Specialist)

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: May 14, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Susan Lash, (916) 322-1812

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-4567-014
REF.0514.ACT4

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction provided by the Accounting Administrator I (Supervisor), the Senior Accounting Officer (Specialist), is responsible for understanding and working independently on the more difficult accounting duties related to the processing of stock claim payments submitted to the State Controller's Office (SCO), Bureau of Unclaimed Property (UCP). The incumbent must perform as a resource person for the various units within the UCP. The incumbent is tasked with involvement in all aspects of the accounting program, performing functions and/or reviewing proposals to change accounting procedures for the UCP. Specific duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Respond to inquiries made by telephone, mail, or e-mail directed to the Accounting Claims and Reconciliation Unit from a variety of sources regarding the payment of claims;
- Initiate contact with holder, transfer agent, or audit agent to resolve the more complex or difficult discrepancies related to the payment process;
- Research and respond to inquiries made with relation to reconciliation, and claims reconciliation;
- Communicate with claimants, holders, transfer agents, and security brokers regarding status of stocks escheated to the SCO, or the method of payment of securities accounts;
- Review and analyze each security fiscal transaction on the Unclaimed Property System (UPS) to assure that all securities accounts have been approved for payment;
- Verify the number of securities received and the number of shares applicable to the individual claim for payment;
- Identify errors and obtain data for corrections and provide direction to complete the adjustment;
- Serve as a lead and train staff in the Claims Unit;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Provide direction to resolve problems received from claimants;
- Analyze and reconcile the most difficult securities posted in the subsidiary ledgers from the Securities Asset Accounting System, to determine the financial status of securities received in the UCP;
- Ensure securities are accurately posted in each subsidiary ledger within STKS;
- Perform a review and analysis of fiscal transactions in the Securities Accountability Ledgers;
- Develop accounting procedures appropriate to, and specifically for, the Securities Accountability Program;
- Develop subsidiary accounting applications for subsidiary ledgers and other worksheets necessary for stock securities claims payments;
- Interpret and disseminate information regarding the Unclaimed Property Law, Administrative Code Regulations and Bureau Policy to holders of unclaimed property;
- Advise Bureau management regarding securities financial market trends and interpret accounting data to identify program problem areas so that corrective measures may be implemented;
- Draft applicable correspondence;
- Provide accounting information reports for management;
- Consult with the Accounting Administrator I to determine the appropriate accounting procedures to be used to resolve any problems;
- Work with other units with research and resolution of complex claims and securities.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Susan Lash

Reference Number 051-550-4567-014 REF.0514.ACT4 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).